Board and Staff Roles Worksheet

(Source: Robert C. Andringa and Ted W. Engstrom, Nonprofit Board Answer Book, NCNB)

For each issue or task, indicate with the appropriate letter where your board is now and where it should be:

- A. Board initiates and decides on its own (charter school administrator may implement).
- B. Charter school administrator formally recommends and board decides.
- C. Charter school administrator decides and/or acts after consultation with board directors.
- D. Charter school administrator and/or staff act on their own within previous board policies.

| Issues And Tasks | Is Now | Should Be |
|--|--------|-----------|
| 1. Mission statement for organization | | |
| 2. Formal annual goals and objectives. | | |
| 3. Recruitment of new board directors. | | |
| 4. Board and committee structure. | | |
| 5. Policy regarding board role and | | |
| activities. | | |
| 6. Hiring and salaries of staff other than | | |
| charter school administrator. | | |
| 7. Changes in bylaws to keep current. | | |
| 8. Annual income and expense budget. | | |
| 9. Budget amendments as required. | | |
| 10.Capital expenditures. | | |
| 11.Staff compensation policies. | | |
| 12.Other personal policies and practices. | | |
| 13.Investment policies. | | |
| 14. Arrangements for external audit. | | |
| 15. Fund-raising plan and policies. | | |
| 16. Adoption of new programs or services. | | |
| 17. Termination of current programs or | | |
| services. | | |
| 18.Staff organizational structure. | | |
| 19. Organization's insurance program. | | |
| 20.Board meeting agendas. | | |
| 21.Other: | | |